

Permitting System Help Guides

TOPIC: How to Make a Payment on a PDS Record

Accela Citizen Access (ACA) is the online tool for external public users to check the status of permits, conduct research, and make online deposits and payments to Records. This Help Guide focuses on the process of making an online payment to a Planning & Development Services (PDS) Record.

Note: Planning & Development Services only accepts electronic checks (e-checks) for online payments. There is a \$2.25 convenience fee per transaction.

Directions:

Go to <https://publicservices.sdcounty.ca.gov/citizenaccess/> and select the PDS tab.

The screenshot displays the County of San Diego's online Portal. At the top, there is a navigation bar with tabs for Home, APCD, DEH, PDS, and DPW. The PDS tab is highlighted with a red rectangular box. Below the navigation bar, the main content area is divided into two columns. The left column contains a welcome message and a list of system capabilities. The right column contains a login form. Below the login form, there are links for General Information, APCD, PDS, and DPW. The PDS section is highlighted with a blue background.

Home APCD DEH **PDS** DPW

Welcome to the County of San Diego's online Portal

This system enables customers of San Diego County to:

1. Research information.
2. View and track the status of your application.

General Information
[Lookup Property Information](#)
[Search for a Licensee](#)

APCD
[Search APCD Records](#)

PDS
[Apply for a Record](#)
[Search Applications](#)

DPW
[Search Applications](#)

Login
User Name or E-mail:

Password:

☐ Remember me on this computer
[I've forgotten my password](#)
[New Users: Register for an Account](#)

Permitting System Help Guides

Search by Record ID or any other search criteria to locate your record. Click “Search” once you have entered the appropriate criteria.

[Home](#) [APCD](#) [DEH](#) [PDS](#) [DPW](#)

[Apply for a Record](#) | [Search Applications](#)

Search for Records


Enter information below to search the Record database. Records can be searched for by entering any of the following information:

- Site Address
- Contractor License Information
- Parcel Number
- Record Information

Use the drop-down menu to change the search type.


General Search General Search ▼


☐ Search across Departments

Record ID: 

Record Type: --Select-- ▼

Project Name:

Opened From: ? 

Opened To: ? 

State License Number:

Professional First Name:

Professional Last Name:

Business Name:

Street #:

Direction: ? --Select-- ▼

Street Name: ?

Type: --Select-- ▼

Unit #: ?

Parcel #:

City:

State:


Zip:

Permitting System Help Guides

Search results will display at the bottom of the screen. If outstanding fees are due a “Pay Fees Due” link will be available in the Action column to the right of the Record ID. Click the link to proceed with payment.

1 Record results matching your search results
Click any of the results below to view more details.

Showing 1-1 of 1 | [Download results](#)

Show on Map 

<input type="checkbox"/>	Record ID	Opened Date	Record Type	Project Name	Address	Record Status	Action
<input type="checkbox"/>	PDS2013-AD-13-001	01/09/2013	Administrative Permit	Gainor AD Fence Height		In Review	Pay Fees Due

A summary of the fees due will display with a grand total due at the bottom of the list. Click the “Pay Fees” button to proceed with payment.

HomeAPCDAWMDEHDPWPDS

[Apply for a Record](#) | [Search Records](#)

Fees
Listed below are fees based upon information provided to the County of San Diego during the application process. The following screen will display your total fees.

Application Fees

Fees	Qty.	Amount
Condition of Work	5100	\$5,100.00
Administrative Permit- Sign Modification	1	\$280.00
Administrative Permit- Sign On Premise	1	\$780.00


TOTAL FEES
Note: This does not include additional inspection fees which may be assessed later.

[Pay Fees »](#)

\$6,160.00

Permitting System Help Guides

Note: We are unable to process partial payments. Payments must be made in full.

 **Fees**

Partial payments are not accepted, all fees listed must be paid in full.

Note: In order to provide this service to our customers our payment processing agent collects a \$2.25 convenience fee for online payment transactions. The County does not receive any portion of this fee. To avoid paying a convenience fee, PDS accepts mailed in payments or you can pay in person at the County Permit Center.

[Home](#) [APCD](#) [AWM](#) [DEH](#) [DPW](#) [PDS](#)

[Apply for a Record](#) | [Search Records](#)


Pay Fees

Please select a payment method and then fill in all required information.
The available payment methods are:

- Bank Account*

*For Bank Account payments, a **\$2.25 convenience fee will be added** by the payment processing agent to the amount due the County of San Diego. The fee will appear on your bank statement, but not on your receipt from the County. If you wish to avoid this convenience fee, there is no charge for paying at our counters by cash, check, or credit card (Visa/Mastercard only).

* indicates a required field.



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Enter your information in all required fields.

Payment Method

Amount to be charged: \$6,160.00



☒ Pay with Bank Account

Bank Account Information:

* Processing Method:

* Account Type:

Provide the following:

* Routing Number:  * Account Number: 

Review that the payment information is correct before proceeding then click the “Submit Payment” button once. Clicking the “Submit Payment” button more than once will result in multiple charges to your account.

Account Holder Information:

Billing Information:

* Name:

* Street Address:

* City: * State: * Zip:


* Phone:

* E-mail:

Submit Payment (Only click once)»

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After clicking “Submit Payment,” please wait while the system processes your payment. This may take up to a couple minutes. Once the payment has been processed, you will be presented with a payment successful screen. To print a receipt, click on the “Print/View Receipt” button.



You have paid a fee associated to this Record.
Please print a copy of this receipt and retain a copy your records.

Thank you for using our online services.
Your Record Number is PDS2013-AD-13-001.

You will need this number to check the status of your application or to schedule/check results of inspections.
Please print a copy of your record and post it in the work area.

[Print/View Receipt](#)

Help Contact:

If you have questions regarding your payment on your PDS Record, please email you questions or comments to PDSDevDep@sdcounty.ca.gov. Please provide sufficient information in the email (e.g. Record ID, Payment amount and date, etc.) so that we will be better able to address your questions. You can also contact us by phone at (858) 694-2960 or (800) 411-0017.